



## **MRC External Job Posting**

**POSTING DATE:** April 20, 2012

**JOB TITLE:** Vocational Trainer (1 FT Variable)

**HOURS:** 30+ hours weekdays (FT Position)

**REPORTS TO:** Associate Director, Vocational Training

**JOB FUNCTIONS:** Provide vocational assistance and training as well as clinical support and supervision of assigned consumers. Provide occasional restroom and personal care assistance as needed. Provide occasional transportation for consumers.

**DUTIES:**

- Engage all individuals served in meaningful and productive activities at all times.
- Provide training and support to individuals served which enables them to perform and improve production and work skills.
- Maintain quality control standards established by customers.
- Provide coverage as requested with morning attendance, lunch time, bus monitoring and restroom assistance.
- Manages assigned contract work effectively for work completion and report/alert production staff to any problems.
- Intervene with individuals displaying inappropriate behaviors and when required, use the approved physical intervention techniques.
- Assume the responsibility for the health and safety of individuals served, maintaining a clean and safe environment.
- Provide transportation to individuals served during operational hours as required, adhering to all traffic laws and rules of the road.
- Maintain accurate records of hours and production for each individual assigned.
- Communicate effectively and respectfully with consumers, and treat them with dignity.
- Attend regular and special staff meetings.
- Complete incident and accident reports in a timely fashion and in accordance with agency policy.
- Assure the rights of individuals served are protected in accordance with agency mental health code and agency policy.

**KNOWLEDGE, SKILLS & ABILITIES:**

- High School Diploma or equivalent required.
- Experience and/or education working with individuals with disabilities and/or mentally impaired individuals preferred.
- Must have problem solving skills and judgment sufficient to recognize and initiate appropriate response to emergency and non-emergency situations independently.
- Must have written communication skills to ready consumer schedules and goals.

- Must have human relation skills sufficient to interact effectively with a wide range of people.
- Must be able to work unsupervised.
- Experience in tending to the personal care needs of individuals preferred.
- Must have a valid Michigan Driver's license, excellent driving record, and availability of licensed, insured vehicle for use on the job required. Ability to obtain a basic Chauffeur's license, if requested, preferred.

**WORK CONDITIONS:**

- Must be able to tolerate extreme hot, cold, and/or humid conditions.
- Must be able to tolerate prolonged standing and walking.
- Must be able to tolerate general workshop and machine noises.
- Must be able to tolerate workshop dust.
- Must be able and willing to provide personal care when necessary.

**PHYSICAL REQUIREMENTS**

- Ability to squat, reach, lift, push, pull, bend stoop and kneel.
- Physical ability to provide assistance to persons served with lifting and transferring, personal care, and physical intervention when necessary.
- The position requires the ability to lift 25 pounds occasionally and up to 15 pounds frequently.

**PAY RANGE:** \$10.00 - \$13.54 per hour + full benefit package (FT)

**TO APPLY:** Send resume or complete application form and return to:

**HR Manager**  
**MRC Industries, Inc.**  
 2538 S. 26<sup>th</sup> Street  
 Kalamazoo, MI 49048  
[hr@mrcindustries.org](mailto:hr@mrcindustries.org)

\*applications may be printed off MRC's website at [www.mrcindustries.org](http://www.mrcindustries.org)

**DEADLINE:** May 4, 2012 at 5:00pm